

AMENDMENTS TO THE CLAIMS

This listing of claims replaces all prior versions and listings in the application.

- 1-11. (Cancelled)
12. (currently amended) [[The method of claim 11]] A method used in operative cooperation with a computer to allow a user to review and alter a plurality of electronic native documents, each of which may have a different format and each of which is stored in said computer, the method comprising:
selecting and retrieving one of said stored plurality electronic native documents;
changing the format of said selected native document to a common format;
reviewing and changing the selected document;
providing a mouse for pointing to an area of a document displayed on said display means which is to be reviewed and/or altered;
using the mouse to point at the top left area of the displayed document to be reviewed and/or altered;
dragging the now pointer created by the mouse to the bottom right area of the displayed document to be reviewed and/or altered;
providing a color-coded rectangle surrounding an area encompassed by said dragging, said color-coded rectangle being a color selected from the group consisting of blue, green, and red; and wherein

said color-coded rectangle further comprises a strip that is selected from the group consisting of dashed Xs and dashed checks[[.]] ,

releasing the mouse;

providing a dialog on said display to allow a user to enter
alterations to information confined in said color-coded area; and
entering said alterations.